

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: February 20, 2020**

**Closing Date: February 27, 2020**

**Administrative Specialist II (Pay Grade 8)  
Criminal Division, Sussex County**

**Job Responsibilities and Duties:** This Administrative Specialist II provides secretarial support to Deputy Attorneys General in the Criminal Division, in Sussex County. The Criminal Division is a very fast-paced, extremely high volume of work atmosphere. The Administrative Specialist sets up files, runs criminal record checks, types informations/indictments, requests reports, answers discovery and manages busy calendars. The Administrative Specialist types briefs, prepares pleadings and correspondence, coordinates scheduling, files documents and manages a heavy telephone volume within the Unit. This Administrative Specialist must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General. This position is also part of a rotation schedule that provides telephone coverage for the main Receptionist when there is an absence and coverage is needed.

**Minimum Qualifications:** Must be detail-oriented, well organized and proficient in Microsoft Word office suite and DELJIS. Must have the ability to interact professionally with members of the public, including victims and witnesses. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer heavy telephone volume and take accurate messages.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**